

## **Job description of the Head of the Project for institutional and specialized accreditation of HEI**

### **1. General provisions**

1. This job description defines the job responsibilities, rights and responsibilities of the Head of the Project for the institutional and specialized accreditation of universities of the Independent Agency for Accreditation and Rating (hereinafter - the Agency). The Head of the Project for the institutional and specialized accreditation of universities carries out activities aimed at achieving the effective work of the Agency. The Head of the Project for institutional and specialized accreditation of universities - a position related to the category of managers.

2. The Head of the Project for the institutional and specialized accreditation of the Agency's universities is appointed to the position and dismissed from his post by the order of the General Director of the Agency in accordance with the procedure established by the current labor legislation.

3. The Head of the Project for the institutional and specialized accreditation of universities reports directly to the Director General of the Agency.

4. A person with an academic degree, work experience in the education system for at least 10 (ten) years, and experience in the education system as a supervisor is appointed to the position of The Head of the Project for institutional and specialized accreditation of universities.

5. In his activity, The Head of the Project for the institutional and specialized accreditation of universities is guided by:

1) Legislative and other regulatory legal acts of the Republic of Kazakhstan, foreign countries regulating the sphere of educational and scientific activity;

2) The Charter of the Agency, orders and orders of the management regulating its activities and this job description;

3) Standards and Guidelines for quality assurance in the European educational space.

4) Standards and Guidelines on various types of accreditation and other methodological materials of the Agency;

5) ENQA Quality Assurance Professional Competencies Framework;

6) Guidelines for the organization and conduct of external evaluation in the process of accreditation of an educational organization;

7) The rules of service ethics of Agency employees;

8) Guidelines for conducting self-assessment of the organization of education.

9) Due to the production necessity, the Head of the Project for the institutional and specialized accreditation of universities can go on business trips.

## **2. Professional competencies and skills**

7. The Head of the Project for the institutional and specialized accreditation of universities should have the following professional competencies:

1) Deeply understand the national system of higher education, as well as the problems facing the sector and at the international level, the global nature of higher education;

2) Act as an "expert" in one or more areas of quality assurance, be able to work confidently in the international quality assurance arena, contribute to activities (from an international point of view) as a project manager or team member;

3) Be able to interpret a variety of data, understand statistical parameters and comprehensively know the rules of information security and data protection, demonstrate the best practices of information processing and storage;

4) Be able to predict potential problems and opportunities through a detailed understanding of the internal and external environment, as well as the national and international context, formulate relevant recommendations focused on results, and make timely, accurate and informed decisions based on analysis;

5) Be able to design evaluation procedures in accordance with European standards and recommendations; formulate relevant recommendations focused on results;

6) Be able to interact in accordance with the model of behavior in case of conflict, be aware of the political sensitivity of the results of external evaluation;

7) Be able to encourage and create a respectful and professional work environment, informal feedback from colleagues, as well as create opportunities for peer coaching among colleagues (peer coaching);

1) Know the legislative and other regulatory legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activity; deeply understand the national system of higher education and the main trends in the development of higher education systems in the world;

2) Know the Regulations on the Accreditation Council of the Independent Agency for Accreditation and Rating;

## **3. Job responsibilities**

8. In the process of work, the Head of the Project for the institutional and specialized accreditation of the Agency's universities performs the following duties:

1) Develops an action plan for the development of standards and guidelines for the types of accreditation and participates in its implementation,

2) Coordinates the work of an external expert commission on quality assessment according to the criteria of accreditation standards;

- 3) Organizes the work of the expert commission on accreditation;
- 4) Performs representative functions in interaction with higher educational institutions, mass media, state and foreign organizations;
- 5) Ensures prompt informing of the higher management, as well as heads of structural divisions of the Agency on all issues related to accreditation activities;
- 6) Participates in international projects and programs, international seminars, conferences and workshops (trainings), coordinates their activities and implementation, distributes the collected information among colleagues, participates in training events for ENQA specialists, as well as an expert in the audit of ENQA and other networks and agencies;
- 7) Participates in the formation of a database of experts of different categories;
- 8) Maintains and establishes communication with foreign accreditation bodies and quality assurance networks;
- 9) Promotes the enhancement of the Agency's image in the national and international educational space;
- 10) Participates in working groups on the development of methodological, reference materials and evaluation procedures in the field of quality assurance of education, in accordance with European standards and recommendations;
- 11) Participates in the preparation of strategic and annual plans of the Agency's activities;
- 12) Conducts training seminars for national and international reviewers/experts and secretaries/audit coordinators with the participation of national and foreign lecturers;
- 13) Conducts seminars for heads of structural divisions of educational organizations on the problems of modernization of the internal quality assurance system;
- 14) Conducts an initial study of self-assessment reports of educational organizations and (or) educational programs;
- 15) Analyzes the state and development trends of the quality assurance system at the international and European levels, and also distributes information about changes and developments in the international context, including the development of European standards and guidelines;
- 16) Monitors the accreditation of educational organizations/educational programs in foreign agencies;
- 17) Performs other types of activities on behalf of the General Director;
- 18) Complies with the Agency's Regulations, Safety and Labor Protection Rules, and the Rules of Service Ethics.

#### **4. Rights**

9. The Head of the Project for the institutional and specialized accreditation of universities has the right:
  - 1) Participate in the development of regulatory documents of the Agency;
  - 2) Participate in meetings and other Agency events;

3) Represent the interests of the Agency before state bodies, educational organizations in the Republic of Kazakhstan and abroad.

4) Interact with the Agency's employees on issues within its competence and/or its functional responsibilities;

5) Take part in seminars, conferences, including international ones, on issues of ensuring the quality of education;

6) In agreement with the Agency's management to participate as an expert in the work of expert commissions of foreign accreditation and rating agencies;

7) Participate in working groups on quality assurance of education, participate in the discussion and development of orders, instructions, instructions, contracts, reports and other internal and external documents;

8) Inform the General Director about the progress of the work of the Project for the institutional and specialized accreditation of the Agency's universities, about the measures taken and/or planned for the development of the quality assurance system, modernization of certain mechanisms;

9) To improve their skills, take language courses and special training in stress management (stress training).

## **5. Responsibility**

10. The Head of the Project for the institutional and specialized accreditation of universities is responsible for:

1) non-fulfillment (improper fulfillment) of their official duties provided for by this job description, within the limits defined by the current labor legislation of the Republic of Kazakhstan;

2) causing material damage – within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan;

3) non-compliance with official ethics and labor discipline;

4) disclosure of confidential official information.